



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAMARINFOTECHCENINST 11014.2
ITC24

17 Apr 2001

SPAMARINFOTECHCEN INSTRUCTION 11014.2

Subj: INTERNAL FACILITY USAGE AND MAINTENANCE

Ref: (a) UNO Lease Agreement
(b) 10 United States Code 2548
(c) SECNAVINST 5500.4G
(d) Section 71 Title 5 United States Code
(e) SPAMARINFOTECHCENINST 11014.1
(f) SECNAVINST 5100.13B

1. Purpose. To provide policy and procedures for the use and maintenance of the Space and Naval Warfare Information Technology Center (SPAMARINFOTECHCEN) per references (a) through (e).

2. Discussion. Reference (e) provides external organization usage requirements of the facility.

3. Policy

a. Offices

(1) Hard wall (single room) offices will be assigned in the following order.

(a) Government

1. GS15/06
2. GS14/05
3. GS13/04
4. Case-by-case exceptions

(b) Contractor

1. Senior On-site for Prime
2. Deputy On-site for Prime
3. Senior Official for On-site Subs
4. Case-by-case exceptions

(2) Cubicles

(a) Typical "B" cubicle (9' x 14') will be assigned to government GS13 employees and private contractor equivalent. All other personnel will be assigned to typical "A" cubicles (7' x 9').

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(b) The Director, SPAWARINFOTECHCEN will approve any exceptions and notify the Facilities Management Department (ITC24) of approvals via E-mail.

(3) Moves and space assignments

(a) The Director or Technical Director, SPAWARINFOTECHCEN will approve all office/personnel moves and space assignments.

(b) The applicable department director or project manager will coordinate with the Supply Management Division (ITC243) for movement of property.

(c) Specific location and future operational requirements may affect the office assignments and could result in modification to the above basic policy priority order.

(4) Vacated offices

(a) Personnel will not take/pilferage equipment within vacated cubicles.

(b) Reported property loss will be verified by the Facilities Management Department (ITC24) and forwarded to the Security Office (ITC201) for investigation per reference (c).

(5) Hard wall and cubicle exterior decorative/informational adornments. Coordinate all decorative/informational adornments with the UNO Foundation Representative via the Facilities Management Department (ITC24).

b. Parking

(1) The Security Office (ITC201) will coordinate and resolve all parking issues.

(2) Parking is available in the front of the building, in the garage located in back of the buildings, and across the street.

(3) Tickets will be issued for illegal parking. Coordinate visitor and reserved space requests through the Security Office (ITC201).

(4) Very Important Person (VIP) parking requests must be made to the Communications Department (ITC26). VIP's are classified as military rank O6 and above and GM15 level and above.

c. Food

(1) Coffee, soda, and water are allowed in meeting rooms.

(2) Meetings that last all day will be allowed to have food.

(3) Coffee in the kitchenettes is the property of the coffee mess and will be purchased at the coffee mess rate.

(4) Departments will provide cups and napkins (if used).

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(5) Departments using the rooms will clean the facilities prior to departure.

d. Meeting Rooms

(1) Meeting rooms will be reserved and coordinated through the Director's secretary (ITC008).

(2) Meeting hosts will:

(a) Coordinate and request any Audio Visual (A/V) equipment with the Customer Services Department (ITC52) A/V representative prior to the meeting date.

(b) Coordinate and request any furniture through the Supply Management Division (ITC243).

(c) Ensure long distance calls are not made in the meeting rooms or adjacent cubicles.

(d) Provide any office equipment and supplies needed.

(e) Ensure that the meeting rooms are cleaned and restored to their original condition upon completion of use.

e. Smoking

(1) Smoking is prohibited within SPANARINFOTECHCEN facilities. Smokeless tobacco usage will not be permitted within the facilities.

(2) Smoking cigarettes and usage of smokeless tobacco products will only be allowed in the designated area. This area is centered between buildings 1 and 2. There will be no smoking at any entrance or exit of any building or the parking garage.

(3) Smokeless tobacco users will provide their own re-sealable smokeless, (spit) container to be placed in the trash receptacles after use.

(4) Cigarette butts are to be placed in the cigarette butt receptacles only. Extinguishing cigarette butts on the ground litters the property and is a safety hazard which could cause fires.

f. Shower Facilities

(1) Locker usage will only be used for the time needed to complete the athletic event/shower between the hours of 0600 (6:00 A.M.) through 1800 (6:00 P.M.).

(2) Personnel must provide their own locks.

(3) Lockers will be emptied of all contents before leaving for the day. Any locker with padlocks still on them will receive a posted notice to remove the lock and all contents. Continued violations will result in locks being cut off and contents thrown away.

(4) Personnel must supply their own shower essentials.

(5) Cleaning personnel will discard any item left inside the showers.

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g. Music

(1) Music played through the computers or portable devices will not be loud enough to be heard by occupants in adjacent cubicles.

(2) Personal headsets must be used if personal hearing requires music to be a level louder. Headsets will not be purchased at government expense.

4. Action

a. Facilities Management Department (ITC24) will:

(1) Enforce DON facility regulations in the strictest most practical manner feasible.

(2) Ensure all deficiency notices via E-mail/telephone were resolved.

(3) Initiate a follow-up E-mail after receipt of any urgent maintenance request from the UNO Foundation Representative to ensure corrective action has been initiated.

(4) Coordinate with the UNO Foundation Representative concerning maintenance issues for the building per reference (a).

(5) Address issues with the UNO Foundation Representative before contacting outside sources or vendors to correct the problem.

(6) Maintain a current listing of all facility deficiencies and costs associated with the corrective actions.

(7) Conduct on the spot checks within the facility for proper correction of noted deficiencies.

(8) Monitor services provided by vendors or contractors.

(9) Ensure facility maintenance work is performed per contract terms.

(10) Conduct a daily walk through of the facility to ensure that the facility is being properly maintained within established guidelines, policies, and procedures.

(11) Coordinate with the Commodities Management Division (ITC242) to resolve Navy vendor deficiencies and warranty issues.

(12) Maintain a list of surplus materials and storage locations for quick reference.

(13) Store all material in a climate-controlled secured area if at all possible, to ensure the material is not destroyed or weathered beyond the point of usage.

(14) Provide assistance to the UNO Foundation Representative when requested.

(15) Coordinate as necessary with the Security Office (ITC201) on all requests for office openings, re-keying of doors, duplicate keys, and cubicle lockouts.

(16) Investigate and coordinate with the Security Office (ITC201) all reports of office equipment pilferage within vacated/occupied cubicles per reference (c).

(17) Coordinate with the UNO Foundation Representative the hanging of any items to the walls, windows, or cubicles exteriors.

(18) Establish and maintain an internal fire plan, which incorporates prevention, inspection (monthly), evacuation, extinguishing, engineering, and education.

b. The UNO Foundation Representative will:

(1) Be responsible for all contact with other than Navy vendors regarding building warranty issues.

(2) Perform generator maintenance and checks.

(3) Correct any failures in water, power, utilities, elevators, and Heating Ventilation Air Conditioning (HVAC) system failures.

(4) Perform a daily check of all waste receptacles, coordinating disposal when necessary, and removal of trash in the surrounding area.

(5) Perform a daily check of the cigarette disposal cans to ensure they are being emptied daily by the facility cleaning crews.

(6) Ensure rodent removal or initiate pest control services, to ensure rodents are not within the building structures.

(7) Coordinate with the Facilities Management Department (ITC24) on all fire prevention plans, equipment checks, procedures, and other fire related issues as needed.

(8) Check lockers every morning at 2400 (12:00 P.M.) or 0100 (1:00 A.M.). Any locker with padlock still on them will receive a notice taped to the locker to remove the lock and all contents. Second-day violations will be annotated on the original posted notification. Third-day violation will result in locks being cut off and contents thrown away.

c. Government employees and contractors will:

(1) Ensure the facilities are not mistreated, misused, or vandalized in any manner.

(2) Immediately report any deficiency via the supervisor or designated representative to the Facilities Management Department (ITC24) using the GroupWise address: itcmaint@cnrf.nola.navy.mil.

(3) Notify the Monitor Dispatch Desk at 697-1500 of any urgent maintenance request during weekends, holidays, after hours.

(4) Request approval from the Facilities Management Department (ITC24) before hanging or posting articles to the walls or windows of the building or to the exterior of cubicles. At no time will individuals be

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allowed to hang or affix articles to the walls of the facility without prior coordination and approval from the Facilities Management Department (ITC24).

(5) Receive approval from the SPAWARINFOTECHCEN Director or Technical Director, before hanging decorations seen from the outside of the building. Seasonal decorations will be restrained and in good taste.

(6) Not play music through computers or portable devices loud enough to be heard by occupants in adjacent cubicles.

(7) Not litter the grounds. Place trash in trash receptacles.

(8) Use walk-ways. Walking on grass is prohibited.

(9) Notify the Facilities Management Department (ITC24) of all stolen/misplaced equipment/furniture.

5. Reports

a. The Facility Deficiency Report requirement contained in paragraphs 4c(2), and (3) above has been assigned report control symbol SPAWARINFOTECHCEN 11014-1. This requirement will remain in effect for only 3 years from the date of this instruction.

b. The Missing, Lost, Stolen, or Recovered (MLSR) Government Property report requirement contained in paragraphs 4a(16) and 4c(9) above has been assigned report control symbol SECNAV 5500-1 per reference (c).


MICHAEL J. KIRSCH
By direction

Distribution: (SPAWARINFOTECHCENINST 5218.1)
Lists A, B, C, D, E, and F
Managers will ensure all personnel are in receipt of this instruction.